



## **BELLEVUE CITY HALL**

### **City Hall Events Program**

#### **Applying for the Suggested Vendor List**

Bellevue City Hall has space available for meetings and events. Many of our guests request information about local catering and equipment rentals. In our endeavor to provide this type of information, the Caterer & Equipment Suggested List has been created. To request your company be added to this list:

1. Fill out the Catering & Equipment Application and email it to us at [CityHallEvents@bellevuewa.gov](mailto:CityHallEvents@bellevuewa.gov) or fax it to us at 425-452-7115.
2. Read our Facility Use Guidelines & Information located at <http://www.bellevuewa.gov/city-hall-reservations.htm>

Once we receive and review the application we will contact you and advise of next steps. Those steps include:

1. We will schedule a time for you to visit our facility so you can better understand our site and guidelines for our meeting and event spaces.
2. You will submit a completed "Catering Form."
3. You will submit a certificate of insurance naming the City of Bellevue as an additional insured with \$1 million General Liability Coverage for six months to a year. If you intend to serve alcohol, Liquor Liability must be included in your certificate of insurance.
4. You will submit a certificate of insurance from the furniture/event rental company naming the City of Bellevue as an additional insured with \$1 million General Liability Coverage 14 days prior to event.

If you have questions please visit our web page at <http://www.bellevuewa.gov/city-hall-reservations.htm> or contact us at [CityHallEvents@bellevuewa.gov](mailto:CityHallEvents@bellevuewa.gov) or 425-452-4243.